

ELECTRONIC FILING - USERS MANUAL

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This manual is a users guide only, detailing the steps of the e-filing process. The administrative procedures that govern e-filing are separate documents and can be accessed through the court's website: www.gand.uscourts.gov. (See: Appendix H to the Local Rules of Practice for the United States District Court for the Northern District of Georgia.)

I. Use of the Electronic Case Filing System

A. Registration

1. General Requirements

- a. You must be a member in good standing of the bar of this court or entitled by statute or Local Rule to practice without being a member of our bar in order to receive a login and password for electronic case filing. Individuals other than attorneys including paralegals, secretaries or other paraprofessionals cannot obtain a login or password.
- b. There is no charge for registering to use the electronic case filing (ECF) system. There is also no charge to access ECF for filing documents with the Court. In addition, receipt of a Notice of Electronic Filing via email entitles the attorney to a free look at the document being filed.

Note: As provided in the Administrative Procedures governing electronic case filing, case originating documents must still be filed conventionally – in paper form.

2. How to Register

You may register for electronic filing on the court's website (www.gand.uscourts.gov) by completing the on-line registration form. For security reasons, your login and password will be mailed to you.

3. Pro Hac Vice

An application to appear *pro hac vice* must be filed conventionally using the prescribed court form and the requisite fee paid. If the application is granted, a login and password will be mailed. The attorney may use the login and password only in the particular cases in which he or she has been admitted *pro hac vice*.

4. Public Access to Court Electronic Records (PACER)

PACER is a fee-for-use service offered by the Administrative Office of the United States Courts. It offers electronic access to records of most federal district, appellate and bankruptcy courts. The types of records available electronically will vary from court to court. Electronically filed civil documents may be viewed by using PACER.

For information on current PACER fees or to register for a PACER account go to:
<http://pacer.psc.uscourts.gov>.

B. Passwords

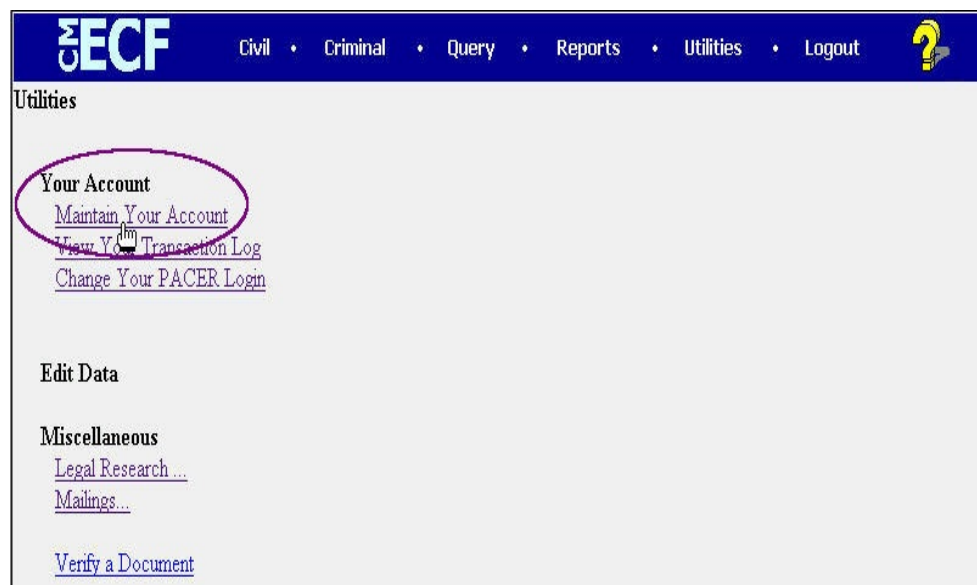
1. Security

As provided in the Court's administrative procedures governing electronic filing, an attorney's login and password constitute his or her signature on all electronically filed documents. Protect your login and password from unauthorized use. If you discover that someone has used your login and password without your permission, you should immediately notify the Court and change your password.

2. Changing Your Password

Once you receive your login and password, you should change your password to one which is easy for you to remember; however, for security purposes, the Court recommends that it be a combination of alpha and numeric characters. Your password must be 8 digits. To change your password, take the following steps.

Step 1: After logging into the ECF system click on Utilities on the upper right side of the screen. Then click on Maintain Your Account.



Step 2: This brings up the Maintain User Account Screen. Click on More user information at the bottom of the screen. This brings up the More User Information Box.

Step 3: Enter your new password in the password box, then click on Return to

Account Screen. Click on submit.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

More User Information for Attorney Fran Kessler fkA

Login	fkesslerA	Last login	01-02-2003 15:18
Password	*****	Current login	01-02-2003 15:18
Prid	20	Create date	09/10/2002
Registered	Y	Update date	12/12/2002
Groups	Attorney		

Step 4: Click on Logout. You may now log back in using your new password. It is very important that you record your new password and keep it in a safe place. The Court does not maintain a record of your password. If you lose or forget your password the court will have to issue you a new one.

3. I Forgot My Password

If you forget your password **do not submit another registration form**. Call the Clerk's Office (see Appendix B) to have a new password issued. Your new password will be sent by mail to the address listed in the ECF system. If you prefer, you can pick up your password in person at the Clerk's Office after presenting appropriate identification. Passwords will not be provided to others appearing on your behalf. Again, do not submit another registration form.

4. Delegation of Authority to Use Login and Password

You are responsible for anything filed under your login and password; however you may allow a secretary, paralegal, or other person in your office to use your login and password to file documents on your behalf. Your login and password constitute your signature, regardless of whether you personally use it or delegate that authority to someone else.

C. Hardware and Software Requirements

- A personal computer running a standard platform such as Windows or Macintosh.
- A word processor program.
- Internet access.
- See website (www.gand.uscourts.gov) for most current browser compatibility.
- Software to convert documents from a word processor format to portable document format (PDF).

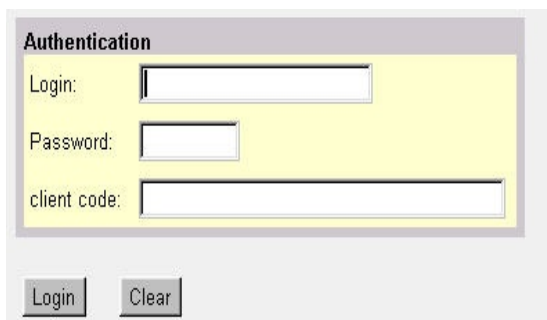
- Software for viewing PDF documents. Adobe Acrobat Reader is available free of charge at: <http://www.adobe.com/>.
- A scanner to create electronic images of documents not already in electronic format.
- A PACER account for viewing docket sheets and documents.

II. Electronic Filing and Service of Documents

A. Electronic Filing Step-by-Step

Step 1: Go directly to the Court's electronic filing site on the Internet: <https://ecf.gand.uscourts.gov>. Click on District Version X.X Live System. You can also access ECF through the Court's general website (www.gand.uscourts.gov).

Step 2: Log into the ECF system with your court issued login and password. Note: the login and password fields are case sensitive. The client code field is optional. It serves no purpose if you are logging in with your court issued login and password. If you are logging in as a PACER user, the client code field may be used for billing purposes. It will appear on your PACER billing reports so that you may track usage on behalf of particular clients.



The screenshot shows a web form titled "Authentication" with a yellow background. It contains three input fields: "Login:", "Password:", and "client code:". Below the fields are two buttons: "Login" and "Clear".

Step 3: Once you are logged in, click on Civil or Criminal (as appropriate for your filing) on the main menu bar.

Step 4: The Events screen will appear.



Click on the type of document you are filing.

Step 5: The system will display a drop down menu of the names of documents in the category you selected. Although every effort has been made to make sure that the drop-down menus reflect the terminology commonly used in this district, it is possible that the menu will not display exactly the same wording as is in the title of your document. All of the drop down menus are in alphabetical order. You may scroll through them by using the arrows to the right of the box or you may type in the first letter of the name of the document you are filing. This will take you to the first document on the list beginning with that letter. Continue striking that letter to scroll through subsequent documents beginning with the same letter.



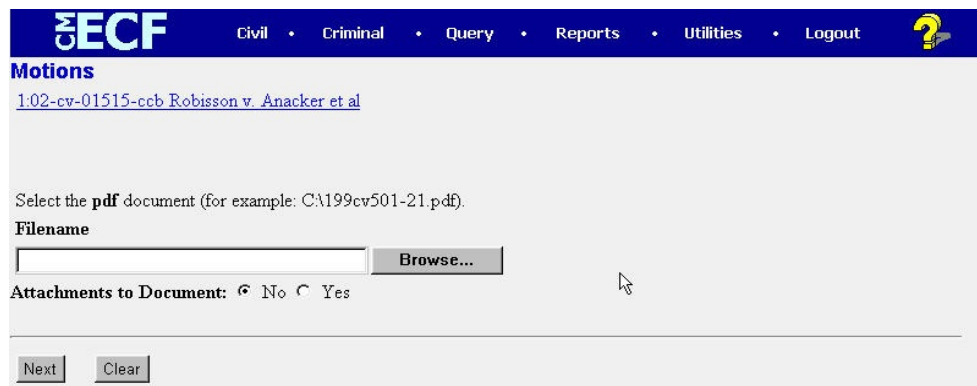
Click on the name of the document you are filing and then Next.

Step 6: You will now be prompted to enter your case number. Note: the system will automatically display the case number of the last case you accessed during the session. Enter the case number in one of the formats displayed on the screen.

Step 7: The system will display a verify case number screen which includes the judges initials and short case title. If this is the correct case click on Next. If it is not the correct case, simply click on your browser's Back button and manually enter the correct case number before proceeding.

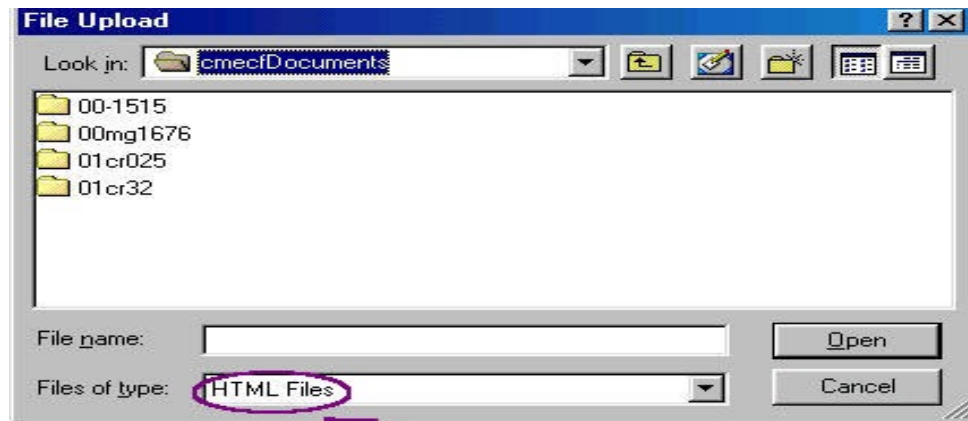
Step 8: For certain documents you may be prompted to select the party on whose behalf you are filing and then the party against whom you are filing.

Step 9: The system will then display a select PDF document screen. This is where you select the document you are filing. The system will not allow you to proceed unless you select a document.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions". Underneath, there is a link for "1:02-cv-01515-ccb Robisson v. Anacker et al". The main content area prompts the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a text input field labeled "Filename" and a "Browse..." button. Below this, there is a section for "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

To find your PDF document, click on the Browse... button. This will cause the system to display a File Upload screen, from which you can select a document to file.



Note: to locate documents in pdf format, you must change the Files of type box to All Files (*.*) or Acrobat (*.pdf).

- Change the “Files of type” field at the bottom of the box to “All Files (*.*)” or “Acrobat (*.pdf)” so that you can view PDF documents.
- Once you have located the PDF document you wish to file, click on it to select it.
- It is important to verify that the document you select is the one you want to file. To do this, you view the document by right-clicking on the file name. This displays an Open menu. On this menu, click on Open. The system will then launch Adobe Acrobat Reader and display the contents of the document. Once you confirm that this document is the one you want to file, close Acrobat Reader by clicking on the X in the upper right corner. You will once again be viewing the File upload screen.
- Click on the Open button. The system will then insert the path and file name in the ECF filename box.
- The document you file must be in PDF format. If it is in a different format you will receive an error message when you try to proceed to the next screen.

Helpful Hint:

When converting your document to pdf format, make sure that it ends in .pdf. This will ensure that others will be able to easily download and view it.

Step 10: If there are no attachments to the document, click on Next and skip to Step 11. If there are attachments to the document, click the Yes radio button and then Next. You

will be able to select attachments in the same way you selected the document you are filing.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below this, the case name "1:02-cv-01515-ccb Robisson v. Anacker et al" is displayed. The main section is titled "Select one or more attachments." and contains three steps:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Below this, there is a "Filename" field with the text "S:\cmecfDocuments\attachmnt.pdf" and a "Browse..." button.
- 2) At your option, select a document type and/or enter a description.
Below this, there is a "Type" dropdown menu with "Exhibit" selected, and a "Description" text field with "Deposition excerpts".
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Below the steps, there is a list box (currently empty) and two buttons: "Add to List" and "Remove from List". A "Next" button is located at the bottom left. A yellow "Helpful Hint" box on the right states: "The system will automatically number your attachments in the order they are added to the list."

- You are required to choose a type and/or enter a description of the attachment.
- Then click on Add to List.
- Repeat the above steps until you have selected all of your attachments. Then click on Next.

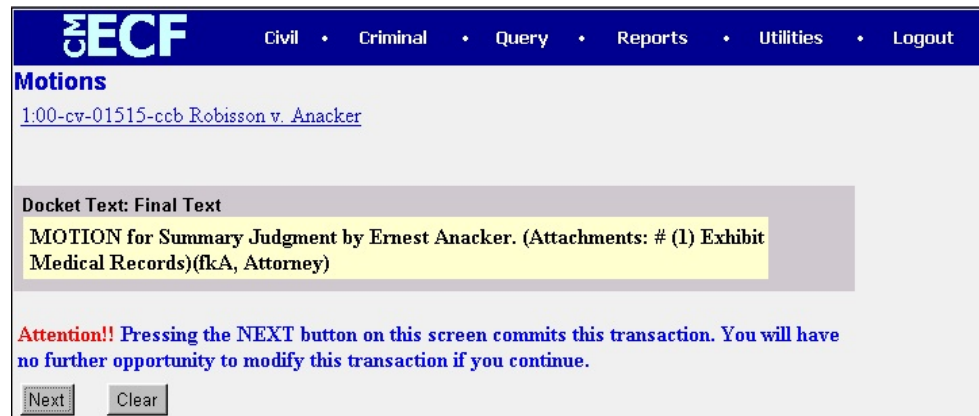
Step 11: The system will display the text of the docket entry which will be made.

The screenshot shows the ECF system interface for the "Motions" section. The case name "1:02-cv-01515-ccb Robisson v. Anacker et al" is displayed. Below this, the "Docket Text: Modify as Appropriate." section is shown. The text of the docket entry is displayed in a text area, with the following text: "Second MOTION for Summary Judgment as to all Counts by Ernest Anacker . (Attachments: # (1) Exhibit Deposition excerpts) (fKA, Attorney)". The "Next" button is located at the bottom left, and the "Clear" button is located at the bottom right.

You may not modify the language inserted by the system. However, certain events such

as motions allow you to add modifiers from the drop down list at the beginning of the entry and up to 250 characters of free text in the box after the name of the motion. Some other events do not allow you this opportunity. After you make any modifications to the docket entry, click Next.

Step 12: The system now displays the final text of the docket entry along with a warning that clicking Next will file the document.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar is a section titled "Motions" with a link to "1:00-cv-01515-ccb Robisson v. Anacker". The main content area displays "Docket Text: Final Text" followed by a yellow box containing the text: "MOTION for Summary Judgment by Ernest Anacker. (Attachments: # (1) Exhibit Medical Records)(fkA, Attorney)". Below this, a red warning message states: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom are two buttons: "Next" and "Clear".

Up to this point, no information has been entered into the system and no notice has been sent to any party. If you decide that you do not wish to file the document, you may simply abort the entry by clicking on another menu item or logging out of the system. If you wish to change something you may click on your browser's Back button until you reach the point where you wish to make the change. If you are sure you want to file the document with the docket entry text displayed, click on Next.

Step 13: The system will now display a Notice of Electronic Filing. This is proof the document has been filed. You should save a copy of this notice. You can print a copy by clicking on your browser's print button. You can save an electronic copy by clicking on File and then Save As on your browser's menu bar.

 Civil • Criminal • Query • Reports • Utilities • Logout 	
<p>***NOTE TO PUBLIC ACCESS USERS***You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.</p>	
<p align="center">U.S. District Court District of Maryland</p>	
<p>Notice of Electronic Filing</p>	
<p>The following transaction was received from fckA, Attorney Fran Kessler entered on 2/3/2003 at 3:10 PM EST and filed on 2/3/2003</p>	
Case Name:	Robisson v. Anacker et al
Case Number:	1:02-cv-1515
Filer:	Tracy L Robisson
Document Number:	19
<p>Docket Text: MOTION to Strike [18] MOTION to Appoint Custodian and Memorandum in Support of Motion to Strike by Tracy L Robisson. (fckA, Attorney)</p>	
<p>The following document(s) are associated with this transaction:</p>	
<p>Document description:Main Document Original filename:n/a Electronic document Stamp: [STAMP dcecfStamp_ID=1028123332 [Date=2/3/2003] [FileNumber=58662-0] [65307F5d0cb6d9fefeb0eb498698d701d299718bddac0431742461cf:4656faa7d1d22e9ed9f7b8e7c0eae0550a57c2452119aa0169239399147288741c8b3]]</p>	
<p>1:02-cv-1515 Notice will be electronically mailed to:</p>	
Andy Welkie	Andrew_Welkie@mdd.uscourts.gov
Attorney Fran Kessler fckA	Fran_Kessler@mdd.uscourts.gov, Mary_Ellen_Claypoole@mdd.uscourts.gov
<p>1:02-cv-1515 Notice will not be electronically mailed to:</p>	
John Jones	

Step 14: Be sure to read the notice of electronic filing. For all parties whose counsel is listed beneath the language “Notice will be electronically mailed to” the notice constitutes service and a copy of the document need not be sent to those counsel by other means. For all parties whose counsel is listed beneath the language “Notice will not be electronically mailed to” **it is your responsibility to serve a copy of the document (where required by the federal rules or Local Rules of this court) on that party by other means permitted by those rules.**

B. SPECIFIC PROCEDURES

1. Answers

To electronically file an answer follow the steps below.

Step 1: Log into the ECF system and click on Civil on the main menu bar.

Step 2: The system will display the Civil Events screen. Click on Answers to Complaints.

Step 3: You will be prompted to enter the case number of the case in which the answer is to be filed. After entering the number click Next.

Step 4: The system will display the select filer screen.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the bar, the page title is 'Answers to Complaints'. A case number '1:02-cv-01515-ccb Robisson v. Anacker et al' is displayed. The main instruction is 'Select the filer.' Below this, there is a section titled 'Select the Party:' containing a scrollable list of parties: 'Anacker, Ernest (Defendant)', 'Robisson, Tracy L (Plaintiff)', and 'State Farm Mutual Automobile, [Defendant]'. To the right of the list is a link 'Add/Create New Party'. At the bottom of the list are 'Next' and 'Clear' buttons. A yellow 'Helpful Hint' box on the right states: 'You may select more than one party by holding down the Ctrl button while clicking on the parties with your mouse.'

Click on the name of the party on whose behalf you are filing the answer. If you are filing on behalf of more than one party, you may select multiple parties by holding down the control (Ctrl) button while clicking on the parties. Once the party or parties has been selected, click on Next.

Step 5: If this is the first document you have filed in the case, you will be prompted to electronically enter your appearance via the create attorney/party association screen.

This screenshot shows the same ECF interface as the previous one, but at a different step. The case number remains the same. Below the case number, a message reads: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. There are two checkboxes with associated text: the first is for 'Anacker, Ernest(pty.dft) represented by fkA, Attorney (aty)' and the second is for 'State Farm Mutual Automobile, (pty.dft) represented by fkA, Attorney (aty)'. At the bottom are 'Next' and 'Clear' buttons.

The screen displays the names of all parties on whose behalf you indicated you were

filing the answer. To enter your appearance, click on the boxes in front of the name(s) of the party(ies) you are representing and then click Next. **Note: You cannot enter the appearance of an attorney other than the one whose login and password are being used. If a party is represented by more than one attorney who is a registered ECF user, the appearance of the additional attorney must be entered after the answer has been filed by the additional attorney logging into the system with his own login and password and electronically filing a notice of appearance.**

Step 6: The system will display the complaint selection screen. This screen lists the docket entries for all complaints, counterclaims, cross-claims and third party complaints for which an answer is still due.

Include	Date	#	Docket Text
<input type="checkbox"/>	12/19/2002	1	COMPLAINT against Ernest Anacker, State Farm Mutual Automobile (Filing fee \$ 150 receipt number 11111.), filed by Tracy L Robisson.(R, Deputy Clerk)

Click the check box next to the pleading which you are answering, then click Next.

Step 7: The system will display the select document screen. Select your PDF answer as detailed *supra* and click Next.

Step 8: The system will prompt you to indicate whether the answer includes a counterclaim, cross-claim, or third party complaint. It will show you whether any other party(ies) has requested a jury trial. If you wish to request a jury trial, you may do so in Step 11.

Current Jury Demand value is highlighted on a subsequent screen.
If the highlighted value is correct, do NOT change it.
 + If ONLY PLAINTIFF has demanded jury, value should be p (Plaintiff)
 + If ONLY DEFENDANT has demanded jury, value should be d (Defendant)
 + If BOTH sides have demanded jury, value should be b (Both)

If your answer includes a counterclaim, cross-claim, or third party complaint, click on the appropriate check box(es). If the answer does not include any of these, leave the check boxes blank. Then click Next.

Step 9: If you checked that you are filing a counterclaim, cross-claim, or third party complaint, you will be prompted to select the party against whom you are filing.

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Answers to Complaints
1:02-cv-01515-ccb Robisson v. Anacker et al

Third Party Complaint

Select from the following list the party(s) **against** whom you are filing this Third-Party Complaint.

Select the Party: OR **Select a Group:**

Robisson, Tracy L [Plaintiff]
State Farm Mutual Automobile, [Defendant]

☒ No Group [Add/Create New Party](#)
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

If you are filing against a party already in the case, select the party from the list and click Next. If the party is not on the list, click on Add/Create New Party.

Step 10: When creating a new party you will first be prompted to search the system for the party. Note: A party not already in your case may be in the system because they were a party to an earlier action.

If the party is a person, type in their last name. If it is a business or other entity type in the name. If the name you typed in matches any names in the system, the next screen will display a list of the names that match. **Tip: You do not have to enter a full name. Typing the first few letters will display a list of all names in the system that begin with those letters.**

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Search for a party

Last/Business name

Party search results

Welkie, Andy

If the name of the party you wish to add is on the list, click on their name to highlight it and then click on Select name from list.

If after searching for a party the system finds no matches or no one on the list matches the party you wish to add, click on Create new party. This displays the party information screen.

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Party Information

Last name First name

Middle name Generation Title

Role Pro se

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Start date

The system will automatically fill in the last name field with the name by which you searched. If the party is a person, fill in the first name. **If the party is a business, agency or other entity, do not fill in a first name. Put the full name of the business or other entity in the last name field. Do not fill in an address, phone number or email address for any party.**

As a default setting, the system lists the role of a new party as defendant. If this is not correct, click on the down arrow at the right of the role box. This will bring up a drop down list of the various party types.

Scroll through the list until you find the correct party type and click on it. Then click Submit. You will then be returned to the select party screen.



Select the party against whom you are filing by clicking on their name. Then click Next.

Step 11: You now have the opportunity to update the jury demand information.



If the information in the Jury Demand box is correct, click on Next. If it needs to be updated because you are requesting a jury trial, click on the arrow at the right of the jury demand box and pick an option from the drop down menu. Then click Next.

You will be asked if your answer includes a jury demand, and if so, to type “Jury Demand” in the text box.

Step 12: The system will display the text of the docket entry which will be made.

You can modify the text by using one of the modifying terms from the drop down menu in the middle of the entry. When the docket entry is in final form, click Next.

Step 13: The system now displays the final warning screen. If you are satisfied with entry click Next.

Step 14: If you added a party for whom a summons must be issued, **do not electronically file the summons**. Send a paper copy of the summons to the Clerk, along with a copy of the notice of electronic filing for the document which must be served, and a request for issuance of the summons. The clerk will issue the summons, scan it, file an electronic copy, and return the paper copy to you for service.

2. Cross-claims, Counterclaims, and Third Party Complaints

The system allows for the filing of cross-claims, counterclaims, and third party complaints as separate documents. To file these documents, follow the general instructions in section 4 and if you are adding another party, the instructions for adding parties in section 7.

3. Motions

To file a motion follow the instructions in section 2. You may file a multi-part motion (for example, a motion to dismiss or in the alternative motion for

summary judgment) by holding down the control (Ctrl) key while selecting the names of more than one motion from the drop down menu.

4. **Motion for Leave to Amend**

When filing a motion for leave to file an amended pleading, the proposed amended pleading should be electronically filed as an attachment to the motion for leave to file amended pleading. If the motion is granted, the order will direct that the amended pleading be electronically filed within a certain number of days.

5. **Memoranda/Briefs/Other Supporting Documents**

A memorandum or brief in support of a motion should be filed as an attachment to the motion. Detailed instructions for attaching a document are in section II.A.

After you attach the memorandum or brief, enter its title in the box for describing the attachment.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions

[1:02-cv-01515-ccb Robisson v. Anacker et al](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

S:\cmecfDocuments\attachmnt.pdf Browse...

2) At your option, select a document type and/or enter a description.

Type	Description
	Memorandum in Support of Motion

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

If the memorandum/brief relates to more than one motion, it is not necessary to attach it to each motion; simply attach it to the first motion. If the motion and memorandum/brief is a single PDF document, file it as a motion.

6. **Responses and Replies**

To file a response to a motion or a reply to a response, follow the general filing instructions in section III.A, choosing Responses and Replies from the main civil menu. After you select your document, the system will show a list of all pending motions and prompt you to check which motion(s) your response or reply relates to. Click on the applicable box(es) and continue as you would for filing any document.

7. Discovery

Interrogatories, requests for inspection, requests for admission, and answers and responses thereto are to be served upon other counsel or parties in conventional format, and they are not to be electronically filed with the Court. Procedures for electronic filing of other documents related to discovery are outlined below.

a. Certificate of Service of Discovery

The party responsible for service of the discovery material must electronically file a certificate indicating the date of service of the discovery material upon other parties.

b. Rule 26 Disclosures

Mandatory disclosures must be filed electronically.

c. Motion for Leave to Take Deposition

If by statute, rule, or court order, court approval is required before taking a deposition, you may file a motion for leave to take deposition by choosing Motions from the main civil menu and then clicking on Take Deposition. Then proceed as outlined in section II.A.

d. Motion to Compel Discovery

Step 1: On the main civil menu click on Motions. From the drop down menu choose Compel. Proceed as outlined in section II.A.

Step 2: After selecting your PDF motion, be sure to attach your Local Rule 37.1(A) certification.

Step 3: When you reach the Modify Docket text screen, type in “Discovery” and any additional information you want to include in the docket entry. Proceed as outlined in section II.A.

8. Appeals

A notice of appeal should be filed as is outlined in section II.A. It is not necessary to provide the court with paper copies of the notice for service on the other parties. The electronic notice constitutes the copy the clerk is required to serve under Fed. R. App. P. 3(d). The filing fee may either be mailed or hand-delivered to the Clerk's Office.

When filing an appeal of a judgment, the judgment must be part of the court docket before the appeal can be filed.

9. Sealed and Ex Parte Documents

Do **not** electronically file ex parte documents or documents which have been sealed or which you are requesting to be sealed.

D. Documents Filed in Error

1. Errors Found During Quality Control Process

Documents filed by counsel will be reviewed by Clerk's Office staff to ensure that they were docketed correctly, and to a lesser extent, to ensure that they comply with the Federal Rules of Civil Procedure and the Local Rules of our court. If it is determined that a document was incorrectly filed with the Court, an electronic letter will be sent to the parties indicating that the document was filed in error. Electronic access to the document will be restricted, but the original docket entry will remain.

2. Errors Reported by the Filing Party

Filing parties are expected to make every effort to ensure that they do not file a document other than the one they intended to file, that they file in the correct case and that they do not electronically file documents containing information which should have been filed under seal. If you notice that you have made a mistake, you should immediately contact the Clerk's Office and ask for the docket clerk handling the case. If circumstances warrant, the docket clerk may temporarily restrict access to the link to the document. Within 24 hours (excluding weekends, holidays and days the court is closed) you must electronically file a request asking that the document be stricken, sealed or other action taken to correct the error.

V. Query

The Query option on the main menu bar allows you to search for cases. To utilize this option you must have a PACER account. You may log into the ECF system using your PACER account. This will allow you access to PACER functions, but not electronic filing. If you are already logged in as a ECF user, when you click on Query you will be prompted to enter your PACER login and password. This will display the search screen.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Search Clues

Case Number (Examples: 99-500, 1:99cv500)

or search by

Filed Date to

Last Entry Date to

Nature of Suit

- 110 (Insurance)
- 120 (Contract: Marine)
- 130 (Miller Act)
- 140 (Negotiable Instrument)

or search by

Last Name (Examples: Desoto, Des*t)

First Name

Middle Name

Type

Run Query Clear

You can search by case number, party or attorney name or a combination of a range of case filing dates, range of document filing dates and type of case.

VI. Reports

The Reports option on the main menu bar will allow you to run several reports with a PACER login and password. You may log into the ECF system using your PACER login and password. This will allow you to access the PACER functions but not electronic filing. If you are already logged in as an ECF user, you will be prompted to enter your PACER account information when you click on one of the reports.

A. Docket Sheet

This report allows you to access the docket sheet for a particular case. You may choose to view the documents in either chronological or reverse chronological order. You may limit the portion of the docket sheet that you are viewing by entering either a date range or range of paper numbers. Limiting the amount of the docket you want to view will reduce the PACER fee and, in cases where the docket sheet has many entries, can reduce the amount of time it takes to access it.

VII. Utilities

Clicking on Utilities on the main menu bar allows you access to a number of functions.

A. Account Functions

1. Maintain Your Account

This function is discussed in section II.B, Changing Your Password. Some of the other information should not be changed by users. If you wish to change any of the information on the initial screen, such as your name, address or phone number, you should file a notice with the Court, per the Local Rules.

You may change your email address, input additional email addresses (your secretary for example), choose whether you want to receive a notification of everything that is filed in your cases as soon as it is filed or if you wish to receive a single daily notice of all activity in your cases, and choose the format of your email notification. Click on [Utilities](#), [Maintain Your Account](#), then [Email information . . .](#).

E-mail information for attorney

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

You may then change your email address, add additional email addresses to receive electronic notices in your cases, sign up to receive electronic notices in cases in which you are not counsel of record, and choose whether to receive a separate notification of each instance of docket activity in your cases or a single daily notice of all activity in all of your cases that day. (Note: If you have a large case load in our Court, we recommend that you choose a daily summary report, rather than instant email notification of all filings.)

Once you have made the changes, click on [Return to Account Screen](#), and then [Submit](#).

2. View Transaction Log

This function allows you to review all documents filed using your login and password during a specified period. It is an easy way to monitor your account to ensure that it is not used without your permission. It is also useful if you tried to e-file a document, and you are not sure (for whatever reason) that it was completed. Go to “View Transaction Log” and if the document appears in this report, then it has been filed.

3. Change Your PACER Login

If you are logged in as a PACER user and have been utilizing the “Client

Information” feature for billing purposes, you can log into PACER again using a different client code to change billing entries. This prevents the attorney from having to log out of ECF and log back in with a different client code.

B. Legal Research

This option allows you to access on-line medical and legal dictionaries and Westlaw. This is a pre-packaged option that came with the system. The Court does not endorse any particular websites or on-line services.

C. Mailings

This function is a quick way to see which parties in a case are electronically noticed and which are not. It also allows you to generate addresses in a format that can be easily copied to label printing software. Because service of documents is the filer’s responsibility, it is very important that you ensure that all parties in a case who are entitled to notice actually receive it. Check to make sure they are electronically noticed, and if they are not registered for electronic noticing, serve them with a paper copy.

D. Verify a Document

This is a security feature installed to ensure that a document filed electronically has not been tampered with since it was filed.

IX. Help Desk

Court staff will be available to answer questions Monday through Friday (excluding holidays and days when the court is closed) from 8:00 am to 4:45 pm. Please refer to Appendix B for a list of Court telephone numbers. Briefly explain your question. If it relates to a pending case, be prepared to reference a case number. If the person answering the phone can answer your question, he or she will do so. If not, your call will be referred to someone who can assist you. Please do not ask for specific staff members unless you have been directed to do so.

APPENDIX A
CIVIL EVENTS - BY CATEGORY
(as of August 17, 2005)

INITIAL PLEADINGS AND SERVICE

Complaints and Other Initiating Documents

Amended Complaint
Complaint for Forfeiture
Counterclaim
Crossclaim
Intervenor Complaint
Third Party Complaint

Service of Process

Acknowledgment of Service
Affidavit of Service
Certificate of Service
Request for Waiver of Service
Return of Service Executed
Return of Service Executed as to Social Security
Administration
Return of Service Executed as to USA
Return of Service Unexecuted
Service by Publication
Waiver of Service Executed
Waiver of Service Unexecuted
Writ of Habeas Corpus ad Testificandum Executed
Writ of Habeas Corpus ad Testificandum Unexecuted

Answers to Complaints

Other Answers

Affidavit in Opposition
Affidavit in Support
Amended Answer to Complaint
Claim
Objection
Social Security Defendant's Brief
Social Security Plaintiff's Brief
Social Security Plaintiff's Reply Brief
Statement
Traverse
Withdrawal of Claim

MOTIONS AND RELATED FILINGS

Motions

Add Party
Alter Judgment
Amend
Appeal In Forma Pauperis
Appear

Appoint Counsel
Appoint Custodian
Appoint Expert
Appoint Guardian/Attorney ad Litem
Appoint Receiver
Approve Consent Judgment
Arbitration
Attorney Fees
Bifurcate
Bond
Bond Pending Appeal
Certificate of Appealability
Certify Class
Change Venue
Clarification
Clerk's Entry of Default
Compel
Consolidate Cases
Contempt
Continue
Costs
Default Judgment
Defer Ruling on a Motion
Deposit Funds
Directed Verdict
Disbursement of Funds
Disclosure
Discovery
Dismiss
Disqualify Attorney
Disqualify Judge
Disqualify Juror
Enforce Judgment
Expedite
Extend Time to File Answer to Complaint
Extension of Time
Extension of Time to Complete Discovery
File Excess Pages
For Medical Examination
For Order
For Relief
Forfeiture of Property
Garnishment
Hearing
In Camera Review
In Limine
Intervene
Joinder
Judgment
Judgment Based on ADR Settlement
Judgment as a Matter of Law
Judgment of Forfeiture
Judgment on Partial Findings
Judgment on the Pleadings
Judgment under Rule 54(b)

Leave to Appeal
 Leave to File Document
 Letters Rogatory
 Miscellaneous Relief
 Mistrial
 More Definite Statement
 Motion for Three-Judge Court
 New Trial
 Oral Argument
 Order of Sale
 Partial Summary Judgment
 Permanent Injunction
 Preliminary Injunction
 Proceed in Forma Pauperis
 Produce
 Protective Order
 Quash
 Reassign Case
 Reconsideration
 Recusal
 Release of Bond Obligation
 Relief from Order/Judgment
 Remand to Agency
 Remand to Bankruptcy Court
 Remand to State Court
 Reopen Case
 Return of Property
 Sanctions
 Seal (misc.)
 Seal Case
 Service
 Service by Publication
 Set Aside Default
 Set Aside Forfeiture
 Set Aside Order/Judgment
 Set Aside Verdict
 Settlement
 Sever
 Show Cause
 Stay
 Stay of Execution
 Strike
 Substitute Attorney
 Substitute Party
 Summary Judgment
 Supplement
 Take Deposition
 Taxation of Costs
 Temporary Restraining Order
 To Exclude
 Transfer Case
 Trial
 Unseal Case
 Unseal Document
 Vacate
 Withdraw as Attorney
 Withdraw Reference to Magistrate Judge
 Writ
 Writ of Habeas Corpus ad Prosequendum
 Writ of Habeas Corpus ad Testificandum
 Writ of Mandamus

Responses and Replies

Affidavit in Opposition to Motion
 Affidavit in Support of Motion
 Answer to Application for Writ of Garnishment
 Objection to Report & Recommendation
 Reply Brief
 Reply to Objection to Report and Recommendation
 Reply to Response to Motion
 Response (Non-Motion)
 Response in Opposition to Motion
 Response in Support of Motion
 Response to Habeas Corpus Petition
 Response to Motion
 Response to Notice of Condemnation
 Response to Order to Show Cause
 Response to Statement of Material Facts
 Statement of Material Facts

OTHER FILINGS

Discovery Documents

Certificate of Service
 Corporate Disclosures
 Deposition
 Expert Report
 Initial Disclosures
 Request to File Original Discovery

Notices

Certificate of Counsel
 Notice (Other)
 Notice of Acceptance of Offer of Judgment
 Notice of Appearance
 Notice of Application for Writ
 Notice of Change of Address
 Notice of Condemnation
 Notice of Filing
 Notice of Lis Pendens
 Notice of Settlement
 Notice of Substitution of Counsel
 Notice of Voluntary Dismissal
 Notice to take Deposition
 Notice to take Foreign Deposition

Trial Documents

Agreement for Jury Verdict
 Exhibit List
 Proposed Findings of Fact
 Proposed Jury Instructions
 Request to Charge
 Trial Brief
 Witness List

Appeal Documents

Appeal of Magistrate Judge Decision to
District Court
Appellant's Brief
Appellant's Reply Brief
Appellee's Brief
Designation of Record on Appeal
Notice of Appeal
Notice of Cross Appeal
____ Transcript Order Form

Other Documents

Affidavit
Amicus Curiae Appearance
Application for Writ
Bill of Costs
Certificate of Interested Persons
Consent to Jurisdiction by US Magistrate Judge
Financial Affidavit-CJA 23
Interpleader
Jury Demand
Leave of Absence
Offer of Judgment
Patent – Claim Construction Brief
Patent – Claim Construction Statement
Patent – Disclosure of Infringement Contentions
Patent – Disclosure of Invalidity Contentions
Patent – Markman Brief
Patent – Response to Infringement Contentions
Preliminary Report and Discovery Schedule
Pretrial Memorandum
Proposed Consent Order
Proposed Order
Proposed Pretrial Order
Redacted Document
Response to Order to Show Cause
Satisfaction of Judgment
Settlement Agreement
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Withdrawal of Motion

CRIMINAL EVENTS - BY CATEGORY

(as of August 17, 2005)

MOTIONS AND RELATED FILINGS

MOTIONS

Additional Interpreter Funds
Adopt
Allow Participation in Voir Dire
Alter Judgment
Amend/Correct
Appeal in Forma Pauperis
Appear
Appoint Counsel
Appoint Expert
Arrest of Judgment
Bifurcate
Bill of Particulars
Bond
Bond Pending Appeal
Brady Materials
Certificate of Appealability
Change Venue
Compel
Consolidate Cases
Continue
Continue Arraignment
Declaration of Mistrial
Detention
Directed Verdict
Disbursement of Funds
Disclosure
Disclosure of Confidential Informants
Disclosure of Electronic Surveillance
Disclosure of Expert Witness
Disclosure of Indicted or Unindicted
Coconspirators
Disclosure of Law Enforcement Officers
Disclosure of Polygraph Results, for
Independent Polygraph
Disclosure of Rule 17(c) Subpoena
Discovery
Dismiss
Dismiss Counts
Dismiss Indictment
Dismiss/Lack of Jurisdiction
Dismiss/Speedy Trial
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Downward Departure
Early Termination of Probation/Supervised Release
Exclude Time
Exculpatory and Impeaching Information
Exonerate Bond
Expedite
Extension of Time
Extension of Time to Indict

File Amicus Brief
File Excess Pages
Forfeiture of Bond
Forfeiture of Property
Governments Intent to Rely upon
Impeaching Evidence
Governments Intent to Use Evidence
Arguably Subject to Suppression
Handwriting Exemplars
Hearing
In Camera Review
In Limine
Information Regarding Prior Crimes,
Wrongs and Bad Acts(404b)
Inspect, Examine or Test Evidence
Intent to Rely upon Other Crimes Evidence
Interview Government Witness
Inventory of Seized Items
Investigator Funds Pursuant to CJA
Issuance of Warrant in rem
Jackson-Denno Hearing
James Hearing
Jencks Material
Judgment NOV
Judgment of Acquittal
Judicial Recommendation Against Deportation
Leave to Appeal
Leave to File Document
Medical Exam
Medical Treatment
Miscellaneous Relief
Modify Conditions of Release
New Trial
Order of Competency to Stand Trial
Preclude Prosecutor from conferring with
Prosecution Witnesses
Preserve Evidence
Proceed In Forma Pauperis
Produce
Production of Charts/Summaries
Protective Order
Psychiatric Exam
Psychiatric Treatment
Quash
Quash Indictment/Information
Reconsideration
Recusal
Reduction of Bond
Reduction of Sentence
Release from Custody
Relief
Remand to State Court
Retention of Police/Government Agent's Rough
Notes
Return of Property
Return of Surety

MOTIONS (continued)

Reveal the Deal
Review of Magistrate Judge's Detention Order
Sanctions
Seal Case
Seal Document
Service by Publication
Set Aside Forfeiture
Set Aside Verdict
Sever Counts
Sever Defendant
Show Cause
Special Appearance
Speedy Trial
Stay
Strike
Subpoena at Government Expense
Substitute Attorney
Substitute Custody
Suppress
Suppress Evidence
Suppress Search and Seizure
Suppress Statements
Suppress Testimony
Taint Hearing
Take Deposition
Transfer
Transportation Funds
Travel Outside Jurisdiction
Unseal Case
Unseal Document
Upward Departure
Vacate
Vacate (2255)
Voice Exemplars
Voluntary Surrender
Warrant
Warrant for Arrest of Property
Withdraw Document
Withdraw Plea of Guilty
Withdraw Plea of Nolo Contendere
Withdraw as Attorney
Writ
Writ of Continuing Garnishment
Writ of Habeas Corpus ad prosequendum
Writ of Habeas Corpus ad testificandum Appeal Documents

Responses and Replies

Affidavit in Opposition to Motion
Affidavit in Support of Motion
Answer to Writ of Continuing Garnishment
Objection
Objection to Report and Recommendation
Post-hearing Brief
Pretrial Memorandum
Reply Brief

Reply to Response
Response (Non-Motion)
Response in Opposition
Response in Support
Response to Order to Show Cause
Sentencing Memorandum
Supplemental Brief

Other Filings

Discovery Documents

Bill of Particulars
Certification of Service
Demand for Witness
Notice (Other)
Notice of Alibi
Notice of Alibi Witness
Notice of Error or Defect
Notice of Insanity Defense
Notice of Intention to Introduce Evidence
Withdrawal of Alibi
Withdrawal of Insanity Defense

Waivers

Waiver of Counsel
Waiver of Preliminary Examination or Hearing
Waiver of Presence at Arraignment
Waiver of Speedy Trial
Waiver of Trial by Jury

Service of Process

Judgment and Commitment Returned Executed

Notices

Notice (Other)
Notice of Attorney Appearance-Defendant
Notice of Attorney Appearance-USA
Notice of Change of Address
Notice of Filing
Notice of Intent to Seek Death Penalty
Notice of Lis Pendens
Notice of Substitution of Counsel

Trial Documents

Exhibit List
Proposed Jury Instructions
Proposed Voir Dire Questions
Requests to Charge
Stipulation of Fact to Jury
Stipulation of Fact(s) for Bench Trial
Trial Brief
Witness List

Appeal Documents

Appeal of Magistrate Judge Decision to District
Court-Criminal Case
Appeal of Magistrate Judge Decision to District
Court-Magistrate Judge Case
Designation of Record on Appeal
Notice of Appeal
Notice of Appeal-Interlocutory
Transcript Order Form

Other Documents

Affidavit
Affidavit-Rule 40
Consent to Tender Plea to USMJ
Consent to Trial before US Magistrate Judge
Financial Affidavit-CJA 23***
Information to Establish Prior Conviction
Leave of Absence
Proposed Consent Order
Proposed Order
Redacted Document
Refusal of Magistrate Judge Jurisdiction
Status Report
Stipulation
Withdrawal of Motion

APPENDIX B

Clerk's Office Contacts For Electronic Filing Questions

Help Desk:

For filing questions:	Atlanta:	(404) 215-1655
	Gainesville:	(678) 450-2760
	Newnan:	(678) 423-3060
	Rome:	(706) 378-4060

For technical questions: (All Divisions)	(404) 215-1650
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Attorney Registration Information:	(404) 215-1600
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Password Problems/Questions:	(404) 215-1600
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Attorney Address Changes:	(404) 215-1600
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